SECTION 3: ACCESS TO THE CONTRACTS FUNCTION

3.0 Who Should Have Access?

- 3.0.1 The One World® Contract Module is an on-line system. Giving access to specific functionality is provided to employees who are authorized to use the contracts system.
- 3.0.2 Each employee who will have any responsibilities associated with the on-line contract process should be given a secure One World® sign on.

3.1 Access to the One World® Contract Module

- 3.1.1 In order to receive access to the One World® Contract Module, the following requirements must be met:
 - You must have a One World® Sign-On. This is obtained from the Information Technology Group (ITG).
 - You must complete a Lee County Purchasing Signature Authorization form from the Purchasing Division.
 - You must attend and complete the required Basic Requisitioner Training class.

3.2 <u>Requisition/Purchase Order Approvals</u>

- 3.2.1 The Contracts office is responsible for approval of all requisitions for construction-related, professional and other professional services.
- 3.2.2 A department/division shall submit their request(s) to the Contracts office through the One World® on-line system.
- 3.2.3 Once received in the Contracts office, Contracts will be responsible for verifying if the bid levels have been met, verify licenses and obtaining the necessary insurance **prior** to approval of any requisition.
- 3.2.4 After being approved and the requisition has completed going through the approval routing process, the Purchasing Division will issue a purchase order number.
- 3.2.5 Upon issuance of a purchase order number, the department/division need to maker a change, an order revision will be necessary and will be required to be approved by the Contracts office through the One World® program.